

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE**

**INTAKE CLERK
Announcement No. 2016-02**

Position Location: Nashville, Tennessee
Classification Level: Court Personnel System CL 24 (\$35,470 - \$57,631)

Application Period: October 11 - 29, 2016
Start Date: December 12, 2016 (negotiable)

This position is for a one year and one day term with benefits and the possibility of becoming a permanent position.

Representative Duties

The United States Bankruptcy Court for the Middle District of Tennessee is seeking applicants for Intake Clerk. Intake Clerks receive and review incoming documents to determine conformity with appropriate rules, practices, and court requirements; collect and receipt appropriate fees; scan filed documents for processing in Case Management/Electronic Case Filing (CM/ECF) after acceptance; act as receptionist and furnish information to a wide variety of people within and outside of the court by telephone, email, and in person.

Minimum Qualifications

(1) Bachelor degree from an accredited college; or (2) high school diploma (or equivalent) *and* paralegal certificate *and* three years legal or similar work experience; or (3) high school diploma (or equivalent) *and* a minimum of six years of progressively responsible office work experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the above listed duties of this position. Position requires incumbents to be detail-oriented and possess good organizational and communication skills; knowledge of the documents required and used within the court, the sequence of their use, their content, and the rules of acceptability; knowledge of the roles and responsibilities of the court unit staff is necessary so the incumbents can make decisions on the proper routing of documents and whom to ask for advice and assistance. Incumbents must present a professional demeanor at all times and possess the ability to meet and communicate effectively with a variety of people. Incumbents shall have the required skill in using applicable automated systems.

CM/ECF experience is desirable.

Bankruptcy case flow and bankruptcy law knowledge is desirable.

Benefits

The employees of the U.S. Bankruptcy Court serve under Excepted Appointments and are considered “at will” employees and are not subject to the employment regulations of competitive service. Judiciary employees are entitled to benefits such as paid vacation, paid holidays, sick leave, choice of health and dental plans, Federal Employees Retirement System, life insurance, flexible spending accounts, long term care options, and the Thrift Savings Plan (federal government’s 401k/IRA plan).

Condition of Employment

The selected candidate will be subject to a background check.

How to Apply

By 5:00 p.m., October 29, 2016, interested qualified applicants are to submit one single PDF document containing a cover letter, résumé, and a list of three professional references (with contact information) to applications@tnmb.uscourts.gov with the subject line “Intake Clerk.”

Unsuccessful applicants will be notified by mail.

Interviews will be scheduled by phone.

**Do not contact the court to inquire about the status
of your application or the reason for rejection.**

The United States Bankruptcy Court is an Equal Opportunity Employer